

## **Bulk Import Utility Implementation**

The Bulk Import Utility is used to "upload" your NFIRS 5.0 Transaction Files directly to the FEMA Web site. In order to begin using the Utility, your department will need to register with your State Program Administrator by going to <http://www.nfirs.fema.gov/>.

**Go to Home Page, User Registration and complete the requested information.**

**Username** (Suggest using your five-digit FDID)

**State** (Standard two-character abbreviation)

**Password** (Your choice, but something you can remember). **SAVE.**

Once the State Administrator receives this information, the user will be notified by email that the department has been activated. **NOTE:** If you do not login to the NFIRS Bulk Import Utility page at least once every 59 days, you will automatically be deactivated and the State Administrator will have to reactivate you.

### **Steps for Using the Bulk Import Utility**

1. Enter the Bulk Import URL, <https://www.nfirs.fema.gov/tools/>, in the browser's address bar and hit Enter or click on "Go." **NOTE: The Web site address must start with https NOT http.**
2. The "NFIRS Tools" home page will be displayed.

Note: The "Bulk Import Info" link on the NFIRS Tools home page takes the user to NFIRS 5.0 Bulk Import Utility Information Page, which contains pertinent information on the use of the BIU. System specifications are located here as well as information on making adjustments.

3. Click on the sidebar link "Bulk Import" to access the NFIRS Bulk Import Utility page.
4. A login screen will be displayed. Enter your account login information and click on "Continue".

If you receive a Security Alert or Script Error Window, click on "OK" or "Yes" to continue.

#### **To upload files:**

The file upload takes place on the NFIRS Bulk Import Utility page. The user may click and drag to resize the frames if some of the data entry fields and/or the "Upload Files" button are not in view.

5. The user must enter his or her Email Address. The log files of the import will be returned to this email address.
6. Click the "Browse" button. An explorer window will appear where the user can locate the file(s) to upload. If the file(s) are on a floppy diskette, access the appropriate drive letter and locate the file(s) there. (It is acceptable to combine your Transaction Files in a single Zip file.) Highlight the desired file and click on "Open", or locate the desired file and double click on it.
7. The file name will appear in the field. Use the scroll bar, if necessary, to bring into view the specifications check boxes "Accept invalid records?" and "Overwrite existing records?" located to the right.
8. Check the boxes to Accept invalid records and to Overwrite existing incidents during import. (If the boxes are checked, the returned log file will show TRUE for the specifications. If the boxes are not checked, the log file will show FALSE for the specifications.) **BOTH BOXES SHOULD BE CHECKED.**
9. Repeat Step 7 if more than one file will be uploaded in the session. NOTE: The same import specifications must apply to all files uploaded in the session. (This step is not applicable if combining Transaction Files in a Zip file.)
10. Click the "Upload Files" button.
11. Verify the message that is displayed in the lower frame indicating that the import was successful. Monitor your email for the import log files, which will be returned in a zip format with a numeric file name (**WinZip, or a compatible program, will be necessary to look at the log files**)  
**A trial version of Winzip can be obtained at no cost at <http://www.winzip.com/>**
12. If you do not understand the information in one or more of these files, attach a copy of the returned zip file to an email and send it to your NFIRS 5.0 software vendor for resolution.